

## APPLICATION CHECKLIST

### (Family Planning Male Research Project)

The following items must be included in the Family Planning Male Research Project grant application packages submitted to the Office of Family Planning (OFP). Items marked with an \* appear in the checklist on page 18 of the Application Form OPHS-1 (Rev 06/01); they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
* Original copy of the application with an original signature, (not a duplicated copy) in blue ink, of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded. All pages of the application should be numbered.	
<b>The materials should be assembled in the following order:</b>	
* Form OPHS-1 (Rev. 6/01) (Pages SF 424, SF 424 A)	
* Budget Justification	
* Required Assurances (Standard Form 424B (7/97), Non-Construction Programs) signed by the official who signs the application	
* Certifications regarding: 1) Debarment and Suspension, 2) Drug-Free Workplace Requirements, 3) Lobbying, 4) Program Fraud Civil Remedies Act (PFCRA), 5) Environmental Tobacco Smoke, and 6) Title X Assurance of Compliance, signed by the official who signs the application	
* Title X Assurance of Compliance	
Project Narrative which includes: a. descriptions of target community and population to be served b. needs assessment c. description of health behavior change theory or model used to develop program d. description of system to be used for planning, monitoring and evaluation (logic model or other) e. project work plan, including goals and objective, activities, and expected outcomes (see logic models) f. evaluation plan g. timeline for project implementation and conduct	
Personnel requirements – position descriptions, resumes of professional staff if available	
Description of organizational capacity and financial management capabilities	
Appendices	
Confirmation of Application Receipt	

**Please note:**

- Number all pages – Body of application limited to 50 double-spaced pages.
- Use easily readable serif typeface such as Times Roman, Courier or GC Times.
- Include one abstract.
- DO NOT include covers, binders, tabs, clips or other extraneous materials.
- Submit one original and two copies by the due date in the Federal Register Notice dated April 14, 2003.